

EXAMPLE COVID-19 CHECKLISTS

*This reference document is linked to **WISH INFO 13 COVID-19 AND WASTE MANAGEMENT ACTIVITIES** but is not a formal part of it. This document simply gives an example of how a COVID-19 checklist may be structured. It is an example and should not be taken as good practice – you need to decide how you will do things rather than simply copy this example, although it may help you in deciding on your own specific checklists.*

The example checklists given below are not intended to be comprehensive or definitive. They are intended to provide a structure and a starting point from which you can produce your own detailed checklists aimed at your specific circumstances. For example, if you have taken specific precautions then you should add these to your own checklists. The checklists below are aimed at informing your thought processes in order for you to ensure/monitor/audit that the precautions being taken regarding COVID-19 are appropriate and robust.

Note – you should read the example checklists below alongside WISH INFO 13 COVID-19 and waste management activities. This is not a stand-alone document and many of the issues included in the checklists below will make little sense if only considered on their own.

Introduction

The waste management industry's response to COVID-19 has been rapid, resulting in changes, both temporary and permanent, to the way waste activities are carried out and the imposition of additional precautions, and reinforcement of existing ones, to reduce risk. These changes and additions need to be checked to ensure they are really in place, and that they are being obeyed consistently and are maintained over time.

Most WISH documents are produced as PDF files. However, for convenience this reference document has been released as a Word file. However, this does not mean that you can simply download the checklists given below, change the logo and use them unaltered. They are a starting point for you to construct your own specific checklists and are not for generic use in an unrevised form.

Example checklists

Issue/consideration	Yes / No	Your comments and actions
What to do if an employee shows or reports the symptoms		
Have you read relevant government guidance on what to do if someone develops the symptoms of COVID-19?		
Have you instructed your employees on what to do? Including that if they develop symptoms at work that they should go home immediately?		
Do these instructions include information about testing and test-and-trace and what employees should do if they are contacted by the NHS?		
If an employee develops symptoms while at work, do you have a procedure in place to clean their work area, vehicle cab etc?		
Have you instructed your employees that if they develop symptoms while at home that they should not come into work, but rather contact you remotely?		
Have you considered whether reinforcement or repeat training is required for employees returning to work following any absence?		
General precautions		
Have you read and understood relevant government and HSE advice on workplace COVID-19 precautions (see WISH INFO 13 for links)?		
Do you have in place a COVID-19 risk assessment, and has this been communicated to your employees?		
Have you included COVID-19 issues in relevant task/activity risk assessments, and have these revised assessments been communicated?		
Have you consulted with your employees and their representatives during your risk assessment process?		
Did your risk assessment process include and record a meaningful interrogation of your existing controls to ensure they are adequate?		
Have you reinforced and checked your hygiene, cleaning and similar processes to reduce the risk of COVID-19 transmission?		

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Have you included workwear laundering processes in your reinforcement of hygiene and cleaning processes?		
Have you included Social Distancing measures in your risk assessment, and communicated such to your employees?		
As relevant, have you put in place Social Distancing measures in your workplace, and do you have evidence your employees are following these?		
Have you reinforced glove use for appropriate tasks, including the use of impermeable gloves (or impermeable gloves under normal gloves)?		
If you are offering/issuing RPE (masks) to employees for COVID-19 reasons, including for reassurance, have you risk assessed this?		
If yes to the above, does your risk assessment include the known problems with RPE use and its limitations?		
If yes to the above, have you communicated your assessment to your employees, including as relevant that RPE may be for reassurance?		
Have you taken account of any vulnerable or extremely vulnerable persons you may have in your workforce?		
Have you considered, if relevant, how and when any vulnerable or extremely vulnerable persons might return to work?		
Have you explained to your employees the government COVID-19 testing scheme and NHS test and trace scheme (or devolved equivalent)?		
Have you taken account of government and other advice on COVID-19 precautions for first aid provision?		
Have your first aiders been informed of and trained on these new requirements?		

Changes in response to COVID-19		
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If you have put in place changes to work processes in response to COVID-19, have you risk assessed these to avoid unintended consequences?		
In particular, if you have made any modification to work equipment, have you conducted a design change risk assessment?		
If you are experiencing staff shortages, are you monitoring working time to ensure your remaining employees are not working excessive hours?		

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Have you ensured that routine testing, checking, maintenance and similar requirements (such as on work equipment) are being completed?		
If you have closed operations, or changed them, and are now considering 'returning to <i>normal</i> business' have you assessed how to do this safely?		
Regards 'returning to <i>normal</i> business', have you consulted with your employees and their representatives on how you plan to do this?		

Specific operational issues

Routine inspections and monitoring

Have you incorporated your COVID-19 precautions, such as on hygiene and Social Distancing, into your routine safety-type inspections?		
Are you monitoring actively to ensure that your COVID-19 precautions are being followed, and do you take action if they are not?		
Are you continuing to conduct your routine inspections and monitoring to ensure that non-COVID risks are being controlled adequately?		

Street cleansing, public waste bins and fly-tipping

Have you reinforced your usual precautions regards street cleansing, litter bins and fly-tipping, such as good hygiene and glove use?		
Have you communicated to your employees the importance of following these usual precautions?		

Vehicles and collections operations – general

Have you followed the hierarchy in WISH INFO 13 on COVID-19 to reduce the number of people who may need to share vehicle cabs?		
In considering the above, have you applied the test of reasonably practicable and that any reduction in number is safe?		
For household collections, have your considerations of the above included, so far as is reasonably practicable, ferrying crews to collection areas?		
Do all your vehicles have adequate supplies of soap or alcohol-based cleaning products/wipes, and do you check to ensure this?		

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Where pop-up sinks are fitted to vehicles, have you reinforced their use and cleaning, and that adequate supplies of paper towels are available?		
Are all of your vehicles being cleaned at least daily, including internal and external touch-surfaces, access handholds and similar?		
Are there monitoring arrangements in place to ensure that hygiene arrangements are being used correctly and maintained at all times?		
Have you instructed your employees that if they start to show the symptoms of COVID-19 that the collection round should be aborted?		
Do you have processes in place to ensure that if an employee shows symptoms that their vehicle is cleansed or parked-up for 72 hours?		
Have you put in place precautions regards Social Distancing relating to third parties (such as the public and customers)?		
Are you conducting routine monitoring to ensure that your COVID-19 precautions are being followed by drivers and crews?		
Are you monitoring to ensure that your usual non-COVID-19 safety precautions are being maintained?		
Vehicles and collections operations – shared cabs		
Have you followed the hierarchy in WISH INFO 13 on COVID-19 to reduce the number of people who may need to share vehicle cabs?		
If cab sharing is needed to maintain essential services, have you, so far as reasonably practicable, minimised the time period sharing is required for?		
If cab sharing is needed, are you, so far as reasonably practicable, maintaining consistent crew rosters to reduce COVID-19 transmission risk?		
If a single crew member starts showing symptoms, have you so far as reasonably practicable, restricted reallocation to and from the crew?		
Have you put in place precautions such as keeping cab windows open and, as safe to do so, dropping crews off before entering waste sites?		
Are you conducting frequent reinforcement sessions with crews regards good hygiene, Social Distancing, and other precautions?		

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If you are considering fitting screens in cabs, have you conducted a design risk assessment to ensure other additional risks are not being introduced?		
In particular, have you considered access to controls and equipment such as fire extinguishers, vision through screens and emergency escape?		
If you have fitted screens, are these being subject to the same cleaning processes as for other items?		
If yes to the above, did you consult with a competent person, the vehicle supplier or similar as part of your design assessment?		

Bulky waste collections

Have you reinforced your usual precautions regards bulky waste collections, such as good hygiene, glove use and RPE and damping with dusty loads?		
Have you communicated to your employees the importance of following these usual precautions?		

Mobile plant

Do all your items of mobile plant have adequate supplies of soap or alcohol-based cleaning products/wipes, and do you check to ensure this?		
Are all of your items of plant being cleaned at least daily, including internal and external touch-surfaces, access handholds and similar?		
Do you have processes in place to ensure that if an employee shows symptoms that their item of plant is cleansed or parked-up for 72 hours?		
So far as is reasonably practical, have you dedicated items of plant to specific plant operators (reduced/eliminated plant sharing)?		

Transfer stations, MBT, EfW, AD, landfills and similar

Have you instructed employees to observe Social Distancing with third parties, such as visiting drivers?		
Have you instructed employees, so far as is reasonably practicable, to stay in their plant cabs with windows shut when third parties are visiting?		

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MRFs and recycling plants		
Have you instructed employees to observe Social Distancing with third parties, such as visiting drivers?		
Have you instructed employees, so far as is as reasonably practicable, to stay in their plant cabs with windows shut when third parties are visiting?		
Have you, so far as reasonably practicable, put in place Social Distancing within picking cabins, such as staggered, alternative use of waste chutes?		
Have you put in place other Social Distancing measures such as staggered entry and exit to/from picking cabins?		
Have you reinforced good hygiene and glove use with all picking operatives and others who may come into contact with wastes?		
If you are considering fitting screens in cabins, have you conducted a design risk assessment to ensure additional risks are not being introduced?		
In particular, have you considered access to emergency stops, other controls and equipment such as fire extinguishers and emergency escape?		
If you have fitted screens, are these being subject to the same cleaning processes as for other items?		
Have you reinforced your usual precautions regards sampling and quality control activities, such as good hygiene, glove use etc?		
Have you instructed employees to report excessive amounts of used PPE (masks and gloves) appearing in recycling waste streams?		

CA/HWRC sites		
<p><i>Note – this section does NOT cover the reopening of HWRC/CA sites. The methods and precautions associated with reopening will depend heavily on site, location and contract specific issues. Please see section 4 above, relevant government and devolved administration advice and WISH INFO 13 information sheet on COVID-19.</i></p>		
Have you put in place Social Distancing precautions aimed at employee to member of the public interfaces?		
Have you put in place Social Distancing precautions aimed at member of the public to member of the public interfaces?		
Have you put in place Social Distancing precautions relating to member of the public's cars and other vehicles, such as on car parking spaces?		

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Have you instructed employees not to assist members of the public, such as carrying waste items for them?		
Have you put in place frequent cleaning of commonly used touch surfaces such as access step handrails?		
Have any changes and/or restrictions been communicated to the public, such as via the local authority?		

Welfare facilities

Have you put in place Social Distancing measures, such as staggering rest periods to avoid all employees being in welfare facilities at the same time?		
Do measures such as the above extend to facilities such as changing and locker rooms, showers, toilet facilities and similar?		
Is a regime in place to ensure that welfare facilities are cleaned after/between rest periods and other use?		
Are all commonly used items, such as cutlery, cooking appliances, water heaters etc, cleaned frequently?		
Have you included smoking areas in your Social Distancing precautions, such as limiting the number of people using at the same time?		

Weighbridges

Have you taken advantage of any temporary derogations allowing you to move to paperless waste transfer processes?		
If paperwork still needs to be exchanged, have you instructed employees on glove use and frequent washing of hands?		
So far as is reasonably practicable, have you instructed employees to keep weighbridge windows closed?		
If still in use, are shared items such as digital signature pads subject to frequent cleaning and disinfection?		